

*Chicopee Municipal Lighting Board  
Minutes of Meeting  
Monday, April 12, 2010*

Chairman Sittard called a regular meeting of the Chicopee Municipal Lighting Board to order at 5:30 p.m., Monday, April 12, 2010.

Present for this meeting were Chairman Chester T. Gazda, Commissioner Carl E. Sittard, Commissioner Robert L. Pajak and General Manager and Clerk of the Board Jeffrey R. Cady. Also present for this meeting were Bob Perry and Howard Cheney from Meyer Brothers Kalicka.

Commissioner Pajak made a motion, to accept the minutes of March 11, 2010 as presented. Commissioner Gazda seconded the motion. Discussion: None; Motion was passed 3 to 0.

Commissioner Gazda, made a motion to concur with the payment of **Warrant #E031910** dated 3/15/2010 in the amount of \$761,075.22; **Warrant #E031910** dated 3/15/2010 in the amount of \$1,100,000.00; **Warrant #E032610** dated 3/17/2010 in the amount of \$28,653.65; **Warrant #E032610** dated 3/22/2010 in the amount of \$1,525,958.39; **Warrant #E040210** dated 3/24/2010 in the amount of \$86,473.68; **Warrant #E040210** dated 3/29/2010 in the amount of \$12,585.77; **Warrant #E040910** dated 3/31/2010 in the amount of \$101,219.73 and **Warrant #E040910** dated 4/5/2010 in the amount of \$586,028.69. Commissioner Sittard seconded the motion. Discussion: None; Motion was passed 3 to 0.

Commissioner Gazda made a motion, to pay **Bills & Customer Refunds** in the amount of **\$255,622.84**. Commissioner Sittard seconded the motion. Discussion: None; Motion was passed 3 to 0.

Commissioner Pajak made a motion, to **Write-off Uncollectibles** in the amount of **\$53,773.27**. Commissioner Sittard seconded the motion. Discussion: None; Motion was passed 3 to 0.

The General Manager presented the Commission with the Annual Bid for Overhead Conductors. Commissioner Gazda made a motion, to award the annual bid for Overhead Conductors, consistent with staff's recommendation in response to CEL Bid #10-0358. Commissioner Sittard seconded the motion. Discussion: None; Motion was passed 3 to 0.

The General Manager presented the Commission with the Annual Bid for Overhead Multiplex Service Cable. Commissioner Pajak made a motion, to award the annual bid for Overhead Multiplex Service Cable, consistent with staff's recommendation in response to CEL Bid #10-0359. Commissioner Sittard seconded the motion. Discussion: None; Motion was passed 3 to 0.

The General Manager presented the Commission with the Annual Bid for Single Phase Polemount Transformers. Commissioner Gazda made a motion, to award the annual bid for Single Phase Polemount Transformers, consistent with staff's recommendation in response to CEL Bid #10-0360. Commissioner Sittard seconded the motion. Discussion: None; Motion was passed 3 to 0.

The General Manager presented the Commission with the Annual Bid for URD/Molded Products. Commissioner Pajak made a motion, to award the annual bid for URD/Molded Products, consistent with staff's recommendation in response to CEL Bid #10-0361. Commissioner Sittard seconded the motion. Discussion: None; Motion was passed 3 to 0.

Bob Perry and Howard Cheney of Meyer Brothers Kalicka presented the 2009 Audited Financials. The auditors reviewed the financials with the General Manager and the Commissioners. The auditors reported that the audit went smoothly and that there were not any significant process or procedural issues. There were a couple of minor recommendations that the auditors recommended going forward in the management letter. The General Manager stated that he would respond to the letter with policy/procedure changes. The Auditors explained their concern with the investments made by the City Treasurer on behalf of CEL. Based on investments they have seen at other Municipal Light Plants and cities/towns, the Auditors recommended that CEL have Attorney Welch review the investments to determine if they meet state statute guidelines.

The General Manager presented the January preliminary financials to the Commissioners. He explained that revenues for the month were higher because kwh sales were higher than budget. Purchase power costs for the month were also higher because of increased demand.

The General Manager discussed some changes in credit card payments due to the PCI compliance requirements. Because of these new requirements CEL will no longer house credit card information. CEL staff has been reviewing third party credit card vendors. Based on the research, Paymentus was selected to provide these services. Customers will now be able to make payments 24 hours a day using their computer or the telephone. Because of the new requirements and services available the transaction costs will increase. The General Manager proposed splitting the costs with the customer. The customer will be charged \$1.60 per \$300 spent. The Commissioners agreed that this approach made sense.

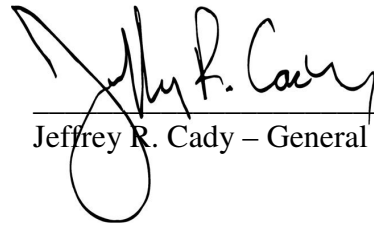
The General Manager informed the Commission that CEL was working with the City to use some of the Energy Conservation Grant money to replace a portion of the downtown lighting fixtures with new LED light fixtures. As a starting point (8) new fixtures (4) 68 watt and (4) 116 watt were ordered to test out downtown. Based on the

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light output a decision will be made on what wattage to order. They will be installed within a couple of months.

The General Manager recommended that CEL sponsor the Relay for Life that will be held in Chicopee. Commissioner Gazda made a motion to sponsor the Relay for Life in the amount of \$500. Commissioner Sittard seconded the motion. Discussion: None; Motion was passed 3 to 0.

Commissioner Gazda made a motion to adjourn at 7:10pm. Commissioner Pajak seconded the motion. Discussion: None; Motion was passed 3 to 0.



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Jeffrey R. Cady – General Manager

Approved: May 11, 2010